



BOARD OF SUPERVISORS COUNTY OF LOS ANGELES

383 KENNETH HAHN HALL OF ADMINISTRATION / LOS ANGELES, CALIFORNIA 90012

MEMBERS OF THE BOARD

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YVONNE B. BURKE
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MICHAEL D. ANTONOVICH

SACHI A. HAMAI, EXECUTIVE OFFICER
(213) 974-1411

September 11, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

CONFLICT OF INTEREST AND DISCLOSURE CODE (ALL DISTRICTS) (3-VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the Conflict of Interest and Disclosure Codes for Exposition Metro Line Construction Authority (Expo), San Gabriel River Discovery Center Authority, Lancaster School District, Three Valleys Municipal Water District, and Valley County Water District to be effective the day following your Board's approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommendations are necessary in order to comply with the provisions of the Political Reform Act of 1974. In accordance with the Act, the Board of Supervisors must approve a Conflict of Interest and Disclosure Code for each local government agency for which the Board of Supervisors is the code reviewing body.

Pursuant to Government Code Section 87300, every agency must adopt and promulgate a Conflict of Interest and Disclosure Code that, as the code reviewing body for Los Angeles County, the Board of Supervisors must approve before the code can then take effect. In addition, pursuant to Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when such amendments are necessitated by changed circumstances.

Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County Strategic Goal of Workforce Excellence.

The proposed amendments to these Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which designated employees are required to disclose financial interests at a level appropriate to their decision-making authority. These employees make or participate in the making of decisions that may have a foreseeable material effect on a financial interest. Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The code review staff recommends that your Board approve the newly adopted or amended Conflict of Interest and Disclosure Codes for the agencies listed below, pursuant to Government Code Section 87300.

NEW AGENCIES

Exposition Metro Line Construction Authority (Expo)

- This is a new transportation construction authority that has adopted use of Regulation 18730 that contains the terms of their conflict of interest code and has developed tailored disclosure categories.
- The authority has designated the following positions as code filers: *Governing Board and Alternate Members; Chief Executive Officer; Chief Operations Officer; Chief Project Officer; Director of Finance; Director of Engineering & Construction; Director of Project Management; Contracts/Risk Management; General Counsel; Deputy General Counsel; Real Estate Manager; Construction Manager; Consultants; Project Control Supervisor; Quality Assurance Manager; Government/Community Relations Manager; Clerk of the Board; and Safety Manager*

San Gabriel River Discovery Center Authority

- This is a new joint powers authority that has incorporated by reference, Regulation 18730, and have developed tailored disclosure categories.
- The authority has designated the following positions as code filers: *Board Members; Alternate Board Member; Executive Officer; Legal Counsel; and Consultant.*

AMENDED CODES

Lancaster School District

- Changes the title of one (1) position.
- Deletes obsolete wording from Exhibit "B".
- Modifies disclosure categories by omitting the definitions of investments and income.

Three Valleys Municipal Water District

- The district has incorporated by reference, Regulation 18730, and adopts the use of the County's model incorporation page.
- Changes the titles of three (3) positions.
- Expands the disclosure categories of the *Manager of Resources and Operations* and the *Assistant General Manager*.
- Adds *Operations Supervisor* to the code.
- Renumbers a disclosure category.
- Modifies disclosure categories by omitting the definitions of investments and income.

Valley County Water District

- Changes the titles of two (2) positions.
- Adds *Finance & Administration Manager* to the code.
- Deletes *Office Manager/Auditor* from the code due to reorganization.
- Deletes obsolete language from Exhibit "B".
- Modifies disclosure categories by omitting the definitions of investments and income.

IMPACT ON CURRENT SERVICES

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 and will require the individuals designated in each agency's code to disclose appropriate economic interests in their Statements of Economic Interests.

Respectfully submitted,

SACHI A. HAMAI
EXECUTIVE OFFICER

SAH:RAG:DG:gs

Attachments (5)

c: Chief Administrative Officer
County Counsel

Conflict of Interest Code
of the

EXPOSITION METRO LINE CONSTRUCTION AUTHORITY

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by
Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008) at the agency offices or at the offices of its designee within the County of Los Angeles.

This conflict of Interest Code and all amendments thereto shall be approved by the Board of Directors of the agency.

EXPOSITION METRO LINE CONSTRUCTION AUTHORITY

APPENDIX "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments, income, and business positions.

CATEGORY 3

Person in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

CATEGORY 4

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect their financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

EXPOSITION METRO LINE CONSTRUCTION AUTHORITY

APPENDIX “B”

| <u>Designated Positions</u> | <u>Disclosure Categories</u> |
|--|------------------------------|
| Governing Board and Alternate Members | 1, 2 |
| Chief Executive Officer | 1, 2 |
| Chief Operations Officer | 1, 2 |
| Chief Project Officer | 1, 2 |
| Director of Finance | 1, 2 |
| Director of Engineering & Construction | 1, 2 |
| Director of Project Management | 1, 2 |
| Contracts/ Risk Management | 1, 2 |
| General Counsel | 1, 2 |
| Deputy General Counsel | 1, 2 |
| Real Estate Manager | 1, 3 |
| Construction Manager | 1, 3 |
| Consultants | 4 |
| Project Control Supervisor | 3 |
| Quality Assurance Manager | 3 |
| Government/Community Relations Manager | 3 |
| Clerk of the Board | 3 |
| Safety Manager | 3 |

EFFECTIVE:

Conflict of Interest Code
of the
SAN GABRIEL RIVER DISCOVERY CENTER AUTHORITY

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by
Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by the Board Members and its Executive Officer, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

**SAN GABRIEL RIVER DISCOVERY CENTER AUTHORITY
EXHIBIT "A"**

CATEGORY 1

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) from business entities and organizations that engage in land development, construction or the acquisition, sale or lease of real property within the jurisdiction of the agency.

CATEGORY 3

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency.

CATEGORY 4

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendations or counsel to the agency which could affect financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Executive Officer (or head) of the agency.

SAN GABRIEL RIVER DISCOVERY CENTER AUTHORITY

EXHIBIT "B"

| <u>Designated Positions</u> | <u>Disclosure Categories</u> |
|------------------------------------|-------------------------------------|
| Board Members | 1, 2, 3 |
| Alternate Board Member | 1, 2, 3 |
| Executive Officer | 1, 2, 3 |
| Legal Counsel | 1, 2, 3 |
| Consultant | 4 |

Effective:

Conflict of Interest Code
of the

LANCASTER SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

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The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

LANCASTER SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

LANCASTER SCHOOL DISTRICT

EXHIBIT "B"

| <u>Designated Positions</u> | <u>Disclosure Categories</u> |
|---|------------------------------|
| Member, School Board | 1, 2, 3 |
| Superintendent | 1, 2, 3 |
| Assistant Superintendents | 1, 2, 3 |
| Director of Facilities | 4 |
| Director, Child Nutrition Services | 4 |
| Director, Information & Technology Services | 4 |
| Consultant | 5 |

EFFECTIVE:

Conflict of Interest Code
of the

THREE VALLEYS MUNICIPAL WATER DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by
Reference

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THREE VALLEYS MUNICIPAL WATER DISTRICT

EXHIBIT "A"

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THREE VALLEYS MUNICIPAL WATER DISTRICT

EXHIBIT "B"

| <u>Designated Positions</u> | <u>Disclosure Categories</u> |
|-----------------------------------|------------------------------|
| Director | 1, 2, 3 |
| General Manager/Chief Engineer | 1, 2, 3 |
| Assistant General Manager | 1, 2, 3 |
| Manager of Resources & Operations | 1, 2, 3 |
| Administrative Services Officer | 4 |
| Operations Superintendent | 4 |
| Operations Supervisor | 4 |
| Consultant | 5 |

EFFECTIVE:

Conflict of Interest Code
of the

VALLEY COUNTY WATER DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by
Reference

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VALLEY COUNTY WATER DISTRICT

EXHIBIT "A"

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Persons in this category shall disclose all income and business positions.

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CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decision which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interests shall be required to file Statements or Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency."

VALLEY COUNTY WATER DISTRICT

EXHIBIT “B”

The following employees are designated to file conflicts of interest disclosure statements for the disclosure categories specified:

| <u>Designated Positions</u> | <u>Disclosure Categories</u> |
|------------------------------------|-------------------------------------|
| Directors | 1, 2, 3 |
| General Manager | 1, 2, 3 |
| District Counsel | 1, 2, 3 |
| Operations & Maintenance Manager | 4 |
| Finance & Administration Manager | 1, 2, 3 |
| Consultant | 5 |

EFFECTIVE: